

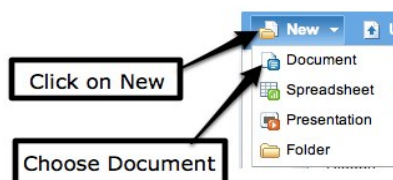
# How to Create and Share a Google Document

<http://www.docs.google.com>

Created by Liz B. Davis  
May 12, 2008



## 1. Create a new Document



A new document will open up. The tool bar is similar to most word processors. Mouse over each icon to see what it does.



**How to Create and Share a Document in Google Docs**

Highlight text and click link to link the text to a Website, document, or email.

## 2. Adding Links

Choose what you would like to link to. And Insert the Web address. The text should be the same text you highlighted.

**Insert Link**

Link to  
☒ URL ☐ Document ☐ Bookmark ☐ E-mail address

URL:

Link Display  
Text:   
The hyper-linked text, like [Click me for the best loan rates!](#)

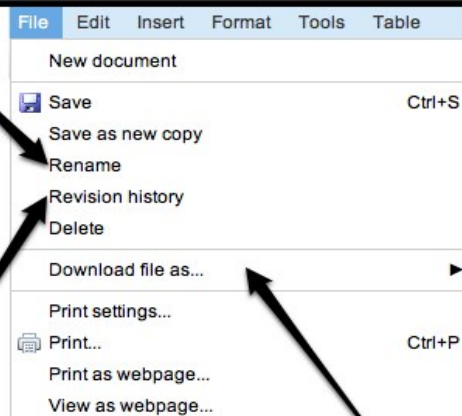
Flyover:   
The flyover appears when the viewer's mouse cursor is over the link.

☐ Open link in new window

Click insert when you are done. When you go back to the document, the linked text will be blue.

## 3. Saving your document

Google Docs will automatically save and name your document. You can use the file menu to Rename it.



You can also use the file menu to download the file as a word document and to view the Revision History.

## 4. Viewing the Revision History

The revision history shows who edited the document, when the edited the document and a little of what changed.

<input checked="" type="checkbox"/>	<a href="#">Revision 311</a>	3 weeks ago by christy	odcast. Introduce Podcasting	<a href="#">Revisions 309-311</a>
<input checked="" type="checkbox"/>	<a href="#">Revision 309</a>	3 weeks ago by Me	<a href="http://fullmeasure.co.uk/comin">http://fullmeasure.co.uk/comin</a>	<a href="#">Revisions 307-309</a>
	<a href="#">Revision 307</a>	3 weeks ago by christy	, listen and create a P Introdu	<a href="#">Revisions 305-307</a>
	<a href="#">Revision 305</a>	3 weeks ago by Me	Reading: Freedman, Terry et.e	<a href="#">Revisions 303-305</a>
	<a href="#">Revision 303</a>	3 weeks ago by christy	Today we will introduce Podca	<a href="#">Revisions 301-303</a>
<input type="checkbox"/>	<a href="#">Revision 301</a>	3 weeks ago by Me	no text added	<a href="#">Revisions 299-301</a>
<input type="checkbox"/>	<a href="#">Revision 299</a>	3 weeks ago by christy	Using 21st Century Technolog	<a href="#">Revisions 0-299</a>
<a href="#">« Back to editing the document</a> <a href="#">Compare Checked</a>				

Check off several revisions and click on Compare Checked to see the differences between the revisions. Click Back to editing the document to see the differences between the revisions.

## 5. More about the Revision History

Revisions made by different authors are color coded.

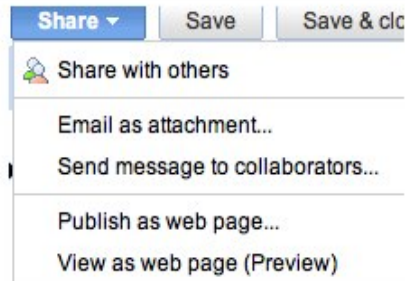
Authors: Me christy

Deleted text will be crossed out. Added text will be highlighted.

Introduce Podcasting  
Learn how to find and listen to podcasts  
Learn how to create a podcast.  
~~Write and record a Podcast.~~ Find and listen to Podcasts.  
Create, write and record a Podcast

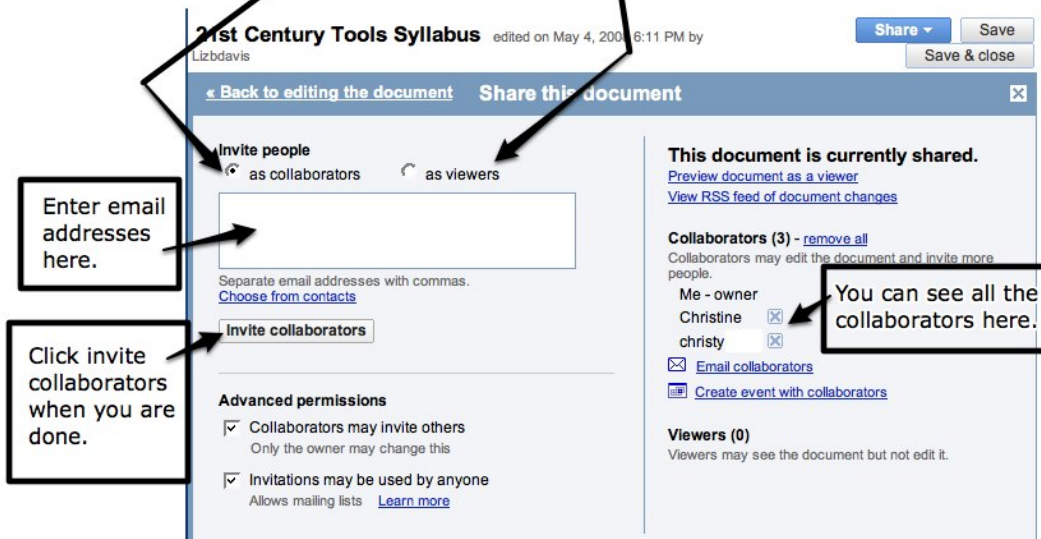
## 6. Sharing a document (part 1)

Click on the share menu to email or share the document with others.



## 7. Sharing a document (Part 2)

You can invite people as collaborators or as viewers. Collaborators will be able to view and edit the document. Viewers will only be able to view the documents. The people you share the document with will have to create a Google docs account.



## 8. Publishing your document (part 1)

When you publish a document. It becomes a Webpage. Viewers of the Webpage do not need a Google account to see the page. Viewers may only view, they can't edit the document.

**21st Century Tools Syllabus** edited on May 4, 2008 6:11 PM by Lizbdavis

Share Save  
Save & close

« Back to editing the document Publish this document

**This document is not yet published.**  
You can publish your document to the Internet, where anyone will be able to access and view it online. Your document will be assigned a unique address (URL) on google.com that you can send to your friends and colleagues.

**Publish document**

☐ Automatically re-publish when changes are made

**This document has not been published to your blog.**  
You need to [set your blog site settings](#) before you can post documents to your blog.

**Post to blog**

Don't have a blog yet? Create your own with [Blogger](#).

Annotations:

- Arrow from top text box to 'Publish document' button.
- Box: 'You can check this box to automatically update the Webpage whenever you make changes to your document.' with arrow to the checkbox.
- Box: 'You also have the option of using Google Docs to publish directly to your blog.' with arrow to 'Post to blog' button.

## 9. Publishing your document (part 2)

After you publish the document, Google Docs will give you the Web address (URL) where you can find the document. If you click here, you will see your document Online.

**This document is published on the web.**

Your document is publicly viewable at: [http://docs.google.com/Doc?id=dfnmfqtd\\_354mxppnbh4](http://docs.google.com/Doc?id=dfnmfqtd_354mxppnbh4)

Published on May 4, 2008 7:54 PM

**Re-publish document**

**Stop publishing**

Click here to take the document Offline.

☒ Automatically re-publish when changes are made



## 10. Download your document

